

replies

REPORT SURVEY		1. DATE OF SURVEY 7 November 1955	2. TYPE OF REPORT <input checked="" type="checkbox"/> REQUIRED <input type="checkbox"/> PREPARED	
3. PERSON TO CONTACT REGARDING REPORT	NAME [REDACTED]	COMPONENT General Counsel	ROOM NO. AND BLDG. 221 East	PHONE 712
4. REPORT TITLE Annual Penalty Indicia Inventory Report				
5. AUTHORITIES OR DIRECTIVES REQUIRING THIS REPORT R 40-175				
6. REPORTING FREQUENCY (<i>Daily, weekly, monthly, as situations occur, etc.</i>) Annually		7. REPORT FORMAT (<i>Form no., memorandum, machine tabulation, etc.</i>) Form 34-106		
8. DATE REPORT IS DUE cob 30 June		9. NUMBER OF REPORTS RECEIVED/PREPARED ANNUALLY IF REPORT IS A "SITUATION" REPORT 11. DISTRIBUTION OF THIS REPORT ORIGINAL: Chief, Fiscal Division, Comptroller COPIES: General Counsel		
10. OFFICES OR ACTIVITIES REQUIRED TO SUBMIT THIS REPORT All Agency components				
12. ESTIMATE OF THE NUMBER OF MAN HOURS REQUIRED TO PREPARE THIS REPORT ONE TIME. INCLUDE MAN HOURS REQUIRED AT ALL LEVELS TO MAINTAIN RECORDS, COLLECT DATA, PREPARE FEEDER REPORTS, AND COMPILE THE FINAL REPORT.		8 hours		
13. COMPLETE THE FOLLOWING AS APPROPRIATE TO EITHER A "REQUIRED" OR "PREPARED" REPORT, OR BOTH, USING SPACE 14 IF NECESSARY.		YES	NO	
A. DOES THIS REPORT DUPLICATE IN WHOLE OR IN PART ANY OTHER REPORT? IF SO PLEASE EXPLAIN.				
B. IS THE INFORMATION REPORTED IN MORE DETAIL, SUBMITTED MORE FREQUENTLY, OR GIVEN WIDER DISTRIBUTION THAN IS CONSIDERED NECESSARY TO SERVE THE PURPOSES FOR WHICH THE REPORT WAS ESTABLISHED?				<input checked="" type="checkbox"/>
C. IS THIS REPORT THE RESULT OF AN ADMINISTRATIVE OR PROCEDURAL PROBLEM WHICH SHOULD BE CORRECTED RATHER THAN REPORTED ON?				<input checked="" type="checkbox"/>
D. COULD THE PURPOSES OF THIS REPORT BE SERVED BY DIRECT SUPERVISION OR INSPECTION, OR BY BRIEFINGS, STAFF MEETINGS, ETC.?				<input checked="" type="checkbox"/>
E. HAS OFFICE ROUTINE EVER BEEN DISRUPTED OR HAS OVERTIME EVER BEEN REQUIRED TO MEET THE SUBMISSION DATE FOR THIS REPORT?				<input checked="" type="checkbox"/>
F. DO YOU RECOMMEND THAT THE FORM OR FORMAT OF THIS REPORT BE REVISED WITH RESPECT TO: (1) SPACING? (2) WEIGHT OF PAPER? (3) POSSIBLE ELIMINATION OF TRANSMITTAL CORRESPONDENCE?				<input checked="" type="checkbox"/>
G. IF THE REPORT IS REPRODUCED BY MIMOGRAPH, DITTO, MULTILITH, ETC., DO YOU RECOMMEND THE PROCUREMENT OF REPRODUCIBLE MASTERS WITH HEADINGS, LINES, ETC. PREPRINTED THEREON TO EXPEDITE PREPARATION OF THE REPORT?				<input checked="" type="checkbox"/>
H. WOULD YOUR OFFICE DISCONTINUE: (1) MAINTAINING (2) COMPILING				<input checked="" type="checkbox"/>
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14. REMARKS (If you require this report to be continued, check this box.)
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contemplated action for continuing the report. Consider changes in conditions since the report was established.
If you prepare this report, furnish a general opinion of its value. Cite any evidence or lack of evidence that
the report is worth its cost. Recommend any improvements, including methods for preparing and submitting the
report.)

CONTINUED ON SEPARATE SHEET

REVIEW BY CHIEF OF COMPONENT

RECOMMENDATIONS

CONTINUED ON SEPARATE SHEET

DATE	TITLE	SIGNATURE
7 Nov 55	LAWRENCE R. HOUSTON General Counsel	/S/